

2011 GENERAL PROCEDURES FOR RESERVATIONS

- 1. Download a Ballfield Reservation Application to reserve field space. For information about reserving a field at Piedmont Park, please refer to the Field and Court Reservations section on the web page of the Piedmont Park Conservancy (www.piedmontpark.org).
- 2. All **pavilion reservations** must be made in person. Reservations are taken on a first-come, first served basis. Reservations cannot be made earlier than 3 months prior to the event, or later than 15 working days before the event. Download the Park Rental Application. All cancellations must be made in writing to the Reservations Office no less than thirty (30) working days prior to the scheduled event in order to receive a refund. Please allow 6 to 8 weeks for processing of any refund.
- 3. Any person planning a large gathering in a park, where the gathering is reasonably expected to have 75 or more people, and is reasonably expected to last one hour or longer, must submit a Large Gathering Application. Download the Park Rental Application. All cancellations must be made in writing to the Reservations Office no less than thirty (30) working days prior to the scheduled event in order to receive a refund. Please allow 6 to 8 weeks for processing of any refund.
- 4. **Outdoor Weddings in a Park** are to download the Park Rental Application. All cancellations must be made in writing to the Reservations Office no less than thirty (30) working days prior to the scheduled event in order to receive a refund. Please allow 6 to 8 weeks for processing of any refund.
- 5. Payment for all reservation fees must be made via cashier's check, company check, personal check or money order, made payable to the City of Atlanta Office of Parks. No cash will be accepted. Money Orders are the only form of payments accepted for sanitation bonds.
- 6. The Office of Parks Reservations Office Reservations will be accepting applications in person Monday, Wednesday, and Friday between the hours of 8:30 a.m. and 1:00 p.m. Tuesday and Thursday between the hours of 1:00 p.m. and 4:30 p.m. on a first-come, first served basis. At this time you are welcomed to meet with a representative from the Reservations Office for a 15 minute meeting regarding your event/application. If you choose to drop off your application at any other time, there will be a drop box in the Lobby. Please keep in mind, if you are dropping off your permit application in the drop box and still have questions we can be reached via email at parksreservationist@atlantaga.gov. Reservations may be made in person, via fax (404) 546-9635 and via email @ parksreservationist@atlantaga.gov. To provide equal opportunity, we cannot render service to persons who sign in or clock in before 8:15 a.m. or after 5:00 p.m.
- 8. The Office of Special Events is responsible for processing applications for certain other activities that may be held in a park. To obtain permission for a **festival**, **special event** or **assemblies** (for example: road races, walks, runs, rallies), or call 404.330.6741 or email <u>specialevents@atlantaga.gov</u>
- 9. For additional information, telephone the Office of Parks Reservationist at 404.546.6757. You may also request information via e-mail to parksreservationist@atlantaga.gov. The Office of Parks Centralized Reservations Office is located on the 16th floor of the Harris Tower, 233 Peachtree Street, NE, Atlanta, GA 30303.